



BERNARD W. BROWN COMMUNITY CENTER

Facility Use Request

629 N. Market Street, Frederick, MD 21701

Office Use Only

Rental/Amenity Payment Due:	
Security Deposit Due:	
Check # / Date:	
Check # / Date:	
Check # / Date:	
Application Date:	
Date of Confirmation Email:	

The Bernard Brown Community Center (BBCC) welcomes the opportunity to serve you as a patron. Please read this entire agreement and save it for your records. All funds are due prior to reservation confirmation.

Please complete entire document and call BBCC building manager with any inquires prior to submittal.

Organization:		
Responsible Party's name:		
Mailing Address:		
City/State/Zip:		
Email Address:		
Phone:		
Name and contact info for two (2) people to act as Event Representatives: REQUIRED	Name:	Phone:
	Name:	Phone:

Date of Event:		Total Number of Hours	
Rate per hour:		TOTAL RENTAL AMOUNT DUE:	
Start Time for SET UP for event:		EVENT Start Time:	
Stop Time for completion of TEAR DOWN:		EVENT Stop Time:	

Description of Event:		
Number of people expected to attend:		
Will this event be for patrons under 21 years of age?	___ Yes	___ No
Will alcohol be sold or served? <i>If sold, give details & provide copy of County Liquor License at least five (5) days prior to the event.</i>	___ Yes	___ No
Will participants be charged a fee and/or admission? <i>If yes, please provide details, including specific amounts</i>	___ Yes	___ No
	Fee/Admission Amount: \$	
Will music be involved? <i>If yes, please give details w/type of music, time of performance(s) etc.</i>	___ Yes	___ No
Will other equipment be used? <i>(i.e. stages, tarps, displays, etc.) If yes, please give details.</i>	___ Yes	___ No

Equipment Requested:					Total Due
\$15	Projector, remote & screen	___ Yes	___ No		\$
\$10	Sound System	___ Yes	___ No		\$
\$10	Wireless handheld microphone	___ Yes	___ No		\$
\$10	Wired handheld microphone	___ Yes	___ No		\$
\$10	Lapel microphone	___ Yes	___ No		\$
\$5	HDMI cable	___ Yes	___ No		\$
\$5	Audio cable	___ Yes	___ No		\$
\$8/each	White table cloths	___ Yes	___ No	Quantity:	\$
\$5/each	Round (5') tables (up to 7)	___ Yes	___ No	Quantity:	\$
\$5/each	Short (6') tables (up to 5)	___ Yes	___ No	Quantity:	\$
\$5/each	Long (8') tables (up to 3)	___ Yes	___ No	Quantity:	\$
\$5	Podium	___ Yes	___ No		\$
\$5	Technology table	___ Yes	___ No		\$
\$5	Whiteboard & markers	___ Yes	___ No		\$
TOTAL DUE FOR AMENITIES					\$

FINANCIAL SUMMARY			
Rental Total:		Security Deposit Name on Check:	
Amenities Total:		Address to mail refund:	
Security Deposit Total:			
Total Due:			

Security deposit will be refunded to the person/organization from which the funds originally came.

Building Manager: Adrijana Parsell | 240-578-4013 | aparsell@hacfrederick.org



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RENTAL GUIDELINES

A. RESERVATION REQUESTS

All reservations are scheduled based upon first come, first serve basis. Please submit your reservation requests as soon as possible to ensure the best opportunity for availability.

B. RENTAL RATES & HOURS

	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
SUN																	
MON																	
TUE																	
WED																	
THU																	
FRI																	
SAT																	

\$50/hr	Early/After Hours
\$25/hr	Regular Business Hours
\$50/hr	Weekend Hours
\$100/hr	Holidays

BBCC Holidays

New Year's Day
 Martin Luther King Jr. Day
 President's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day

Frederick County Fair Day (Friday during fair week)
 Veteran's Day
 Thanksgiving
 Day after Thanksgiving
 Christmas

C. RESERVATIONS

1. Reservations

Reservations are made in one (1) hour increments, based on availability. Reservations are often booked back to back. Please note that setup and clean-up is INCLUDED in the reservation time. Everything must be cleaned up and all guests must be gone from the building by the end of the reservation time. If you arrive early or stay longer than the reserved time, your security deposit will be forfeited.

2. Security Deposit

A security deposit will be required (and deposited) at the time the first reservation fee is paid. The amount of the deposit will be \$200 for a non-alcohol event and \$500 for an alcohol event. Cash or credit cards cannot be accepted. *Please make checks or money orders payable to: The Housing Authority of the City of Frederick. A separate check or money order must be provided for the security deposit. It cannot be combined with the payment for the reservation fee.*

Security deposits will be returned via mail, within (2) weeks of the completed reservation or lease, if the BBCC policy has been followed, the Clean-up Checklist has been completed and all other criteria has been met. Security deposits are required for leases. No security deposit is required for employee reservations.

PLEASE NOTE: Security deposits will be forfeited if a group arrives early or goes past their scheduled rental time, causes damage to the BBCC or surrounding property, or participates in excessive alcohol consumption, engages in physical or verbal disturbances, fighting, etc. If the cost of the repair(s) exceeds the amount of the security deposit, the renter will be billed for the full amount of the repair(s) and/or replacement of the damaged property.

3. Returned Checks

There will be a \$25.00 fee for all returned checks.

4. Reservation Payment/Confirmation

Before the reservation is confirmed:

1. The entire cost of the reservation (including amenities) must be paid in full at the time of booking the reservation.
2. The security deposit must be paid in full at the time of booking the reservation.
3. A signed copy of the Facility Use Request and BBCC Community Room Policy must be provided.

All rental fees must be paid in the form of a check or money order. Cash or credit cards cannot be accepted. If a check is returned, the renter will be notified and must submit a new payment by money order or cashier's check before reservation will be confirmed. *Please provide payment to: The Housing Authority of the City of Frederick. A separate check or money order must be provided for the reservation payment. It cannot be combined with the payment for the security deposit.*

5. Cancellations/Refunds

All cancellations must be submitted in writing, via email to the BBCC building manager. Voicemail messages will not be accepted as a method to cancel a reservation.

Refunds are determined by the cancellation date:

100% reservation fee refund – 100% security deposit refund – (6) Six weeks or more from reservation date

50% reservation fee refund – 50% security deposit refund – (3) Three to (6) six weeks from reservation date

No reservation fee refund – No security deposit refund – Less than (3) three weeks from reservation date

D. AVAILABLE SERVICES TO RENT

\$15	Projector, remote & screen	\$8/ea	White table cloths
\$10	Sound System	\$5/ea	Round (5') tables (up to 7)
\$10	Wireless handheld microphone	\$5/ea	Short (6') rectangular tables (up to 5)
\$10	Wired handheld microphone	\$5/ea	Long (8') rectangular tables (up to 3)
\$10	Lapel microphone	\$5	Podium
\$5	HDMI cable	\$5	Technology table
\$5	Audio cable	\$5	Whiteboard & markers

Advance reservations must be made for each of these items, using the Facility Use Request or Lease. If any of the technology will be used, it is highly recommended to make an appointment with the building manager prior to the event for a tutorial, to ensure that all technology is compatible. BBCC staff may not be available to assist if any technical difficulties take place during the event. *These items (except table cloths) are available at no charge for lease and employee reservations.*

Please initial each line and sign below. By doing so, you agree to be bound by the following terms:

_____ *I understand that all changes to this Facility Use Request must be submitted in writing to the BBCC building manager via email. Voicemail or other methods will not be accepted.*

_____ *I have read, received and signed a copy of the BBCC Community Room Policy and agree to the terms and conditions.*

_____ *I have read and received a copy of the BBCC Community Room Clean-up Checklist and agree to complete it and submit it to the BBCC building manager at the end of every event.*

_____ *I understand that as the signer of this Facility Use Request, I am required to be at the event for the entire duration of the event and I am responsible for all financial implications of this event.*

Responsible Party's Name (printed) _____

Email _____

Phone number _____

Responsible Party's Signature _____ Date: _____

Please note that approval is required for use of this facility. Approval/Denial will be sent via email to Responsible Party. Reservation is not confirmed until a confirmation email has been sent.